



THE UNIVERSITY of EDINBURGH
Edinburgh Law School

Diploma in Professional Legal Practice

Application Guidance – Academic Session 2026/27

Guidance on the application process at the University of Edinburgh

This guidance note provides information on how to apply to the Diploma in Professional Legal Practice at the University of Edinburgh. It focuses on the specific information which is needed from applicants to the Diploma in Professional Legal Practice, whether they are applying to study on a full or part time basis.

The online application form comprises the following sections:

- Personal
- Contact
- Programme
- Qualifications
- Employment
- Finance
- Referees
- Documents upload
- Submit

Depending on your circumstances, not all sections will be required or applicable. Please follow the detailed guidance set out in this document for further information.

Other relevant documentation and videos

This guidance should be read in conjunction with the Diploma Admissions policy for 2026/27, and the Law Society of Scotland's guidance note, both available from the Edinburgh University Diploma webpages here - [How to apply to the Diploma in Professional Legal Practice | Edinburgh Law School](#).

Applicants should note that application processes and policies may differ at different providers. Applicants are advised to research the approach taken by the different providers before applying.

Applicants may also find it useful to follow the guidance videos for completing these different screens within the application. These videos can be found here: [Submitting your online application | The University of Edinburgh](#)

General guidance for applicants submitting postgraduate applications to the University of Edinburgh can be found here - [Submitting your online application | The University of Edinburgh](#)

Questions?

Any queries you have on your application to the Diploma in Professional Legal Practice at the University of Edinburgh should be directed to law.diploma@ed.ac.uk

How to Apply

A link to apply to the Diploma can be found on the following Law School webpage, which also has further information on the Diploma application process - [How to apply to the Diploma in Professional Legal Practice | Edinburgh Law School](#)

How to Complete Your Application

Please note that to have your application considered you will need to follow the below guidance and submit the required documentation outlined below. Incorrectly completed applications will not be considered after the application deadline.

1. Personal Details

- Please complete this section in full.

Personal Details	
* Title	<input type="text" value="Please Select"/>
* Forename(s)	<input type="text"/> <input type="text"/> <input type="text"/>
* 'Known as' Forename	<input type="text"/>
* Family Name (surname)	<input type="text"/>
Previous Surname	<input type="text"/>
* Date of Birth (dd/mm/yyyy)	<input type="text"/> <input type="button" value="Use Calendar"/>
* Gender	<input type="text" value="Please Select"/>
If you are a member of staff of the University of Edinburgh please state your staff ID:	<input type="text"/>
* Denotes a Mandatory Field	

2. Contact Details

- Please complete this section in full.
- Please provide a personal email address rather than your current University email address.

Personal Contact Programme Qualifications Employment Finance Referees Documents upload Submit			
Contact Details			
Please separate your address details over all the available address lines which are applicable. Do not enter your entire address in a single line.			
Permanent (Home) Address		Correspondence Address (postal address for letters)	
* Address	<input type="text"/> (Max 45 characters)	Address	<input type="text"/> (Max 45 characters)
	<input type="text"/> (Max 45 characters)		<input type="text"/> (Max 45 characters)
* City/Town	<input type="text"/> (Max 45 characters)	City/Town	<input type="text"/> (Max 45 characters)
County/State	<input type="text"/> (Max 45 characters)	County/State	<input type="text"/> (Max 45 characters)
* Country	Please Select <input type="text"/>	Country	Please Select <input type="text"/>
Postal/Zip Code	<input type="text"/>	Postal/Zip Code	<input type="text"/>
* Home telephone	<input type="text"/>	Telephone	<input type="text"/>
Mobile telephone	<input type="text"/>		
* Email address	<input type="text"/>	Email address	<input type="text"/>
* Confirm Email address	<input type="text"/>	Confirm Email Address	<input type="text"/>
* Is this your correspondence address?	Yes <input type="radio"/> No <input type="radio"/>		

* Denotes a Mandatory Field

3. Programme Details

- The programme is the '*Diploma in Professional Legal Practice*'. **You do not need to submit a traditional 'personal statement' as part of your Diploma application – we are not looking for any information to be entered in this section on why you feel you are qualified to enter this programme. Any personal statement of this type will not be read.**
- Instead, in the **Personal Statement** section, as per the screen shot below, the **only** two pieces of information you need to enter are:
 - the names of the two Diploma providers you are applying to, in order or preference. If you are only intending to apply to Edinburgh University, please also use the personal statement section to confirm this.
 - a note of whether you have already secured a traineeship, and if so, with which firm, and the start date. If you have a traineeship offer, your offer letter should be uploaded in the Document Upload section. Please ensure the offer letter states the intended start date. If it does not, please request further correspondence from the firm to confirm this and upload this in addition. If you do not provide written evidence of your traineeship offer the Admissions Committee will not be able to consider this as a contextual factor. Please see the Admissions Policy for further information.

E.g.:

'1. University of Edinburgh

2. University of Glasgow '

Traineeship with Brodies LLP, starting September 2026

Personal ▲	Contact ▲	Programme ✎	Qualifications	Employment	Finance	Referees	Documents upload	Submit
Programme Details								
Programme of Study			PgDip Professional Legal Practice - 9 Months					
Academic Year			2025/6					
Start Date			01/Sep/2025					
* Personal Statement ⓘ								
Please give a short statement that describes your academic interests, purpose, objectives and motivation in undertaking this postgraduate study. (max 3500 chars – approx. 500 words)								
<div style="border: 1px solid black; height: 100px;"></div>								

- You are **not** required to complete the Relevant Knowledge/Training skills section within the Programme details screen. **Any information provided in this section will not be read.**

* Relevant Knowledge/Training Skills ⓘ

(max 3500 chars – approx. 500 words)

4. Qualifications

- You should use the Academic qualifications section of the Qualifications screen to indicate if you are studying, or have studied for an LLB Hons, LLB Ordinary, or Graduate (accelerated) LLB. For the Graduate/Accelerated LLB, it would be helpful if candidates could use the 'Qualification title' section to indicate that they are taking the graduate or accelerated route. If applicants have completed the accelerated LLB and wish to record their result via the application form, they would need to select the qualification level of 'Masters Degree Postgraduate' in order to then be able to select the appropriate final result 'Pass', 'With Merit', or 'With Distinction'.
- If you have taken or are taking the Graduate (accelerated) LLB you must use this section to record both (1) the results from your previous undergraduate degree, or your first undergraduate degree, even if this was gained overseas; and (2) the results of your Graduate LLB.
- Applicants who have, or are studying for an LLB Hons or LLB Ordinary do **not** need to include details of any other Higher Education qualifications.
- Where applicants are yet to complete their LLB, please select the Status of Qualification of 'In Progress' and leave the Overall Class/Grade section on 'please select'.

Academic Qualifications	
Please provide your University and/or College education including details of any incomplete or failed programmes of study. This should include any programmes of study you are currently undertaking and the end date of the programme. Please note that concurrent credit bearing study is not permitted except in exceptional circumstances.	
Answering 'Yes' to the following question will display a section allowing you to provide details about the qualifications you hold.	
* Have you taken a programme of study at College or University level?	Yes <input checked="" type="radio"/> No <input type="radio"/>
* UK or Overseas	
Academic Qualification 1	
* University/College	Please Select <input type="text"/>
<input type="checkbox"/> Tick this box if your University/College is not in the list or is Overseas	
* Qualification	Please Select <input type="text"/>
* Qualification Title Qualification title exactly as it appears on your degree certificate, transcript or interim transcript. Please do not use abbreviations.	<input type="text"/>
* From (ddmmyyyy)	<input type="text"/>
* To (ddmmyyyy)	<input type="text"/>
* Status of Qualification	Obtained <input type="text"/>
* Did you study for this qualification whilst in the UK on a Student/Tier 4 Visa?	Yes <input type="radio"/> No <input checked="" type="radio"/>
* Year of Award	Please Select <input type="text"/>
* Overall Class/Grade	Please choose a qualification <input type="text"/>
Reasons for Non-Completion	<input type="text"/>
<input type="checkbox"/> Tick this box to add a further qualification	

- Applicants who have not studied Law at University, and have instead undertaken a ‘pre-PEAT training contract’, should use the ‘*Professional Qualifications*’ section of the Qualification screen to input the results of their Law Society of Scotland exams.

Professional Qualifications	
Please provide details of any professional qualifications that you hold that are relevant to the degree that you are applying to, for example 'CIMA Certificate in business accounting'. Please do not record academic qualifications here: these must be provided in the 'Academic Qualifications' section.	
Answering 'Yes' to the following question will display a section allowing you to provide details about the qualifications you hold.	
* Do you hold any professional qualifications that are relevant to the degree that you are applying to? Yes <input checked="" type="radio"/> No <input type="radio"/>	
Professional Qualifications	
Awarding Body / Institution	<input type="text"/>
Country	<input type="text" value="Please Select"/>
Qualification	<input type="text"/>
Instruction in English?	<input type="text" value="Please Select"/>
From(ddmmyyyy)	<input type="text"/>
To(ddmmyyyy)	<input type="text"/>
Overall Grade/Result	<input type="text"/>
Status of Qualification	<input type="text" value="Please Select"/>
Reasons for Non-Completion	<input type="text"/>
<input type="checkbox"/> Tick this box to add a further qualification	

5. Employment History

- The **only** employment history which you should include in this section is that which shows evidence of sustained commitment to working in the legal profession, such as details of employment (or a voluntary role) of **six months or more** in a legal role or with an employer in the legal sector. No other employment history will be taken into account. Within the document upload section, please also upload a short letter of reference from your employer, to include dates of employment, key duties undertaken and the number of hours worked. If you do not provide such a written reference, the Admissions Committee will not be able to consider this as a contextual factor. Please see the Admissions Policy for further information.

Personal ▲	Contact ▲	Programme ▲	Qualifications ▲	Employment ✓	Finance	Referees	Documents upload	Submit
Employment History								
Please complete this page fully if you are applying to a programme within the School of Economics, or to a professional degree. If you are applying to any other programme, please complete this page only if it is relevant to support your application.								
Current or most recent employment								
Employer Name	Start Date	End Date	Job Title	Employer Address				
<input type="text"/>	<input type="text"/> <small>(dd/mm/yyyy or dd/mm/yyyy)</small>	<input type="text"/> <small>(dd/mm/yyyy or dd/mm/yyyy)</small>	<input type="text"/>	<input type="text"/>				
Key responsibilities (please highlight those relevant to your application)								
<input type="text"/>								
Previous Employment 1								
Employer Name	Start Date	End Date	Job Title	Employer Address				
<input type="text"/>	<input type="text"/> <small>(dd/mm/yyyy or dd/mm/yyyy)</small>	<input type="text"/> <small>(dd/mm/yyyy or dd/mm/yyyy)</small>	<input type="text"/>	<input type="text"/>				
Key responsibilities (please highlight those relevant to your application)								
<input type="text"/>								

6. Finance

- You should use this section to inform the fees team of any scholarships you may have been awarded, or to state if the law firm with which you have accepted a traineeship will cover the costs of your fees. Any queries on fee payments should be directed to the fees team: [Fees contact form | The University of Edinburgh](#). You can also contact them on +44 (0)131 650 2230.

Personal ▲	Contact ▲	Programme ▲	Qualifications ▲	Employment ✓	Finance ✓	Referees	Documents upload	Submit
Finance 1								
* Have you/do you intend to apply for funding, a scholarship or other financial assistance? Please note that completion of this section does not constitute an application for funding.								
* In the event that full financial assistance is not available, how will you finance your programme of study and living costs? (e.g. self-fund)								
<input type="text"/>								
* Denotes a Mandatory Field								

7. Referees

- You do **not** need to provide any references. **Any references provided will not be contacted.**

Personal ▲	Contact ▲	Programme ▲	Qualifications ▲	Employment ▼	Finance ▲	Referees ✎	Documents upload	Submit
Referees								
No References are required to support this application. Please Press Proceed to Continue.								

8. Upload documents

- Please note that you are **not** required to submit an LLB transcript or LLB Degree Certificate, as LLB results, and the grade point average achieved across the required Foundation subjects, are provided directly from your undergraduate institution.
- You must use the upload documents screen to upload the following documents – as applicable. Please note that there is no specific section for uploading general supporting documents, but where applicants are uploading a letter of reference to evidence legal employment, or a traineeship offer letter, such documents can be uploaded as any document type; Degree Certificate, Transcript, English language certificate, etc:
 - Applicants who have taken the Graduate (accelerated LLB) must upload a transcript or degree certificate from their first undergraduate degree, which shows clearly which classification they were awarded (i.e., 2:2, 2:1, First, or international equivalent if an applicant’s first undergraduate degree was gained overseas).
 -
 - Applicants who have worked in a legal role or with an employer in the legal sector should upload evidence of this employment here, which should be a short letter of reference from a legal employer, to include their dates of employment, key duties undertaken and number of hours worked.
 - Applicants who have an offer of a traineeship should upload their traineeship offer letter (which should include their intended traineeship start date).

Personal | Contact | Programme | Qualifications | Employment | Trainee | Referrals | Document upload | Submit

Upload relevant documents to your application

Please upload your degree certificate

Browse My Computer Upload

If your degree certificate is not in English, please upload a translation

Browse My Computer Upload

Please upload your transcript/interim transcript

Browse My Computer Upload

If your transcript is not in English please upload a translation

Browse My Computer Upload

Please upload your English language certificate (if your first degree was not instructed and examined in English)

Browse My Computer Upload

Document Upload Notes

For help uploading documents, please see the FAQ page: <https://www.ed.ac.uk/student-systems/support/guidance/applicants/submitting-online-application>

Degree Certificate(s) If your degree certificate is not available, for example, if you have not yet completed your degree, please ignore this request and proceed with your application. We will be able to consider your application on a conditional basis and you will have the opportunity to upload the certificate once it is available. All degree certificates should be uploaded (Bachelor level and above).

Translation of degree certificate Only required if your degree certificate is not in English.

Transcript/interim transcript A certified copy of your degree record containing titles of courses/modules, the number of credits, and the final grades for each. If you are currently a student please provide a copy of your degree progress and achievement to date (sometimes called an interim transcript). Please ensure both sides of your certified degree transcript are uploaded.

Translation of transcript Only required if your transcript is not in English.

English Language Certificate If your degree was not recently completed in a majority English-speaking country (as defined by the UK Home Office, Visa & Immigration) - see details of what is acceptable at the following website: <http://www.ed.ac.uk/stu-international/en/llb/graduate>

Further guidance for applicants on uploading documents to their application can be found here - [Document uploading | Student Systems | Student Administration](#)

9. Submit Screen

Please complete the 'Other information', and go over the applicant checklist, before finally submitting your application. You will receive an email to confirm that your application has been submitted, and the Diploma Team will be in touch with you should any further information be needed.

If you have any questions on the process, please email law.diploma@ed.ac.uk.